

OFFICE OF THE CITY CLERK

Impact Analysis Report

OVERVIEW

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also provides duplications of taped materials and performs special research and notary services on a fee basis.

Revenues from Sale of Publications and Document Copying are expected to decrease over time, as more documents and publications become available on the web.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

Existing Fees

The Office of the City Clerk has modified one of their fees and added a new fee in order to stay current with technological advancements. Tape Duplicating has been modified to Duplicating Services and includes Audio Recording, as compact disks (CDs) are now used as the recording format.

New Fees

Video Recording – Establish a fee for creating and distributing digital video disk (DVD) copies of City Council and Council Committee meetings.

NOTIFICATION

General public notice of the proposed fee schedule is provided through published Council hearing dates and a minimum of ten days public review of the 2007-2008 Proposed Fees and Charges Report.

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2006-2007 Adopted Fee	2006-2007 % Cost Recovery	2007-2008 Proposed Fee	2007-2008 Estimated Cost	2007-2008 Estimated Revenue		2007-2008 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
CITY CLERK FEES - CATEGORY I								
1. Duplicating Services								
1 Audio Recording	\$6 each		No Change					
2 Materials (if needed)	\$1.50		No Change					
3 Video Recording	New		\$15 each					
Sub-total Duplicating Services		100.0%						
2. Lobbyist Registration								
1 Client Fee	\$350 per registrant		No Change					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$350 per registrant		No Change					
4 Prorated Registration Fee	\$175 per 1/2 year or less		No Change					
5 Quarterly Report Delinquent Fee	\$10 per day		No Change					
Sub-total Lobbyist Registration		100.0%		28,000	28,000	28,000	100.0%	100.0%
3. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$55 per year		No Change					
2 Agenda Subscriptions - Planning Commission	\$20 per year		No Change					
3 Agenda Subscriptions - Planning Director Hearing	\$22 per year		No Change					
4 Agenda Subscriptions - Redevelopment Agency	\$14 per year		No Change					

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2006-2007 Adopted Fee	2006-2007 % Cost Recovery	2007-2008 Proposed Fee	2007-2008 Estimated Cost	2007-2008 Estimated Revenue		2007-2008 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
CITY CLERK FEES - CATEGORY I								
3. Sale of Publications and Document Copying								
5 Capital Budget Book	Actual printing cost		No Change					
6 City Charter	\$5 each copy		No Change					
7 Code Supplements	Actual printing cost		No Change					
8 FAX Copies to Public	\$1 per document		No Change					
9 Mail Copies to Public	Actual cost, minimum \$1		No Change					
10 Municipal Code	Actual printing cost		No Change					
11 Operating Budget Book	Actual printing cost		No Change					
12 Public Documents	\$0.25 each image, \$1 minimum and \$1.50 per certified copy		No Change					
Sub-total Sale of Publications and Document Copying		100.0%		3,700	3,700	3,700	100.0%	100.0%
4. Special Research/Services								
1 Special Research/Services	\$30 per hour + materials		No Change					
Sub-total Special Research/Services		100.0%						
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		31,700	31,700	31,700	100.0%	100.0%

CITY CLERK FEES - CATEGORY II

1. Initiative Petition Filing								
1 Initiative Petition Filing (set by State Law)	\$200 per petition		No Change					
Sub-total Initiative Petition Filing								
2. Notary Public Services								

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2006-2007 Adopted Fee	2006-2007 % Cost Recovery	2007-2008 Proposed Fee	2007-2008 Estimated Cost	2007-2008 Estimated Revenue		2007-2008 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

CITY CLERK FEES - CATEGORY II

2. Notary Public Services

1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
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Sub-total Notary Public Services

3. Political Reform Act

1 Document Copying - Old PRA Forms (set by State law)	\$5 + \$0.10 each image		No Change					
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2 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change					
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3 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change					
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Sub-total Political Reform Act	25.0%							
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SUB-TOTAL CITY CLERK FEES - CATEGORY II	25.0%							
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TOTAL DEPARTMENT - GENERAL FUND				31,700	31,700	31,700	100.0%	100.0%
TOTAL DEPARTMENT - Category I				31,700	31,700	31,700	100.0%	100.0%
TOTAL DEPARTMENT - Category II								
TOTAL DEPARTMENT				31,700	31,700	31,700	100.0%	100.0%